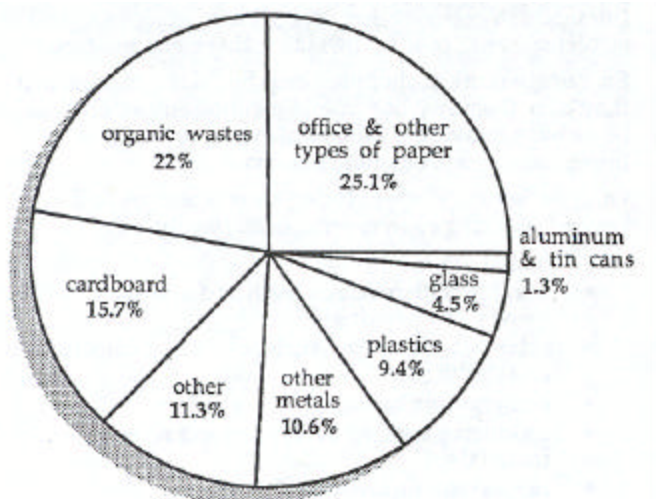


A Factsheet

Reducing Waste In Your Business

Garbage! Over five million tons of wastes being generated in Washington each year tells us that we have a problem. Recycling is playing a tremendous part in the solution to that problem (Washingtonians are now recycling about 1.2 million tons of materials each year), yet more needs to be done.

What's thrown away by businesses in Washington?



*from Washington Department of Ecology's "Best Management Practices Analysis for Solid Waste," 1987.

Waste reduction has been established as our state's highest priority in dealing with solid waste. We reduce waste by not creating it in the first place. Waste reduction techniques include completely using (and reusing) materials, making good consumer choices, and composting organic materials. Supporting recycling by purchasing recycled and recyclable goods goes hand in hand with waste reduction.

What is waste reduction?

Waste reduction means reducing the amount or toxicity of waste generated or reusing materials.

Waste reduction is our state's highest priority for solid waste management. By not creating the waste in the first place, we avoid the problems connected with waste management.

What about recycling?

Recycling means transforming or remanufacturing waste materials into usable or marketable materials for use other than landfill disposal or incineration.

Recycling is one step below waste reduction in the state's hierarchy because it doesn't save us from the problems of managing the material. Recycling has been successful to the point that the markets are glutted with materials and, consequently, prices for recyclables have dropped. To avoid material gluts, we need facilities to process recyclables. These facilities will be built as demand for recycled products increases. By purchasing recycled products, businesses strengthen the recycling "cycle."

Now is the time to become involved in reducing waste – both as an individual and as a business. Business has always been based upon making good use of materials – of reducing waste – so what more can you, as a business person, do to get involved in waste reduction? No matter how efficiently your business is operated, there is probably more that can be done.

Why it is important for businesses to practice waste reduction?

By implementing waste reducing measures, a business can:

- ‡ Save money on supplies.
- ‡ Conserve natural resources and energy.
- ‡ Reduce current garbage disposal costs and provide a hedge against rising future disposal costs.
- ‡ Give customers what they want – "green" products and environmentally "friendly" businesses.
- ‡ Avoid adding to the environmental burden caused by the production and disposal of unnecessary materials.
- ‡ Boost employee morale by giving staff an opportunity to work together on an environmental project.
- ‡ Reduce future liability associated with disposal of solid wastes.

What are some examples of waste reduction?

‡ **For writing/printing paper:**

make double-sided copies

buy recycled paper

keep mailing lists current

reuse manila envelopes

make scratch pads from used paper

circulate memos, documents, periodicals, and reports rather than making or buying individual copies for all office personnel

use outdated letterhead for in-house memos

proof documents on the computer screen before printing

save documents on floppy disks instead of making hard copies

reduce the amount of junk mail you receive by writing Direct Marketing Assoc., Mail Preference Service, POB 3861, NY, NY 10163-3861 and asking that your business be eliminated from mailing lists.

use centralized files for hard copies

‡ **For packaging:**

Order merchandise with minimal packaging design, in concentrated form, and in bulk

Ask suppliers not to overpackage orders

Request that deliveries be shipped in returnable containers

Reuse foam “peanuts” and cardboard boxes or find someone who will

Set up a system for returning cardboard boxes and foam “peanuts” to distributors for reuse

Return, reuse, and repair wooden pallets

Replace cardboard boxes with durable boxes for shipping to branch offices, stores, and warehouses

‡ **For equipment:**

Use remanufactured office equipment

Invest in equipment that facilitates waste reduction, such as:

- high quality, durable, repairable equipment
- copiers that make two-sided copies
- dishwashing equipment and durable dinnerware

Use rechargeable batteries

Recharge fax and printer cartridges

Install reusable furnace and air conditioner filters

‡ **For landscaping/organics:**

Choose a landscape design that needs low maintenance and little water

Compost grass clippings and leaves into a valuable soil amendment, or make sure your landscape contractor composts

Purchase compost for use as a topsoil amendment or request that your landscape contractor does

Using a worm bin, convert non-fatty food wastes into high quality potting soil (vermicompost)

‡ **For over-stocked, exchangeable items:**

Donate clothing and other items to local charitable organizations

Donate surplus produce and past-pull-date perishables to food banks

Advertise surplus and reusable waste items through a commercial waste exchange

Set up a give-and-take area in your business for employees to use

Set up a swap board for customers to use

‡ **For consumer choices:**

Teach your customers about the importance of reducing waste. Effective tools for getting across the message include: promotional campaigns, brochures and newsletters (remember to use recycled paper), banners, newspaper advertisements, product displays, store signs and labels

Encourage reuse of shopping bags by asking customers if they have their own bag, complimenting customers who reuse bags, providing a financial incentive for reuse, implementing a promotional campaign

Offer customers waste reducing choices alongside their waste-producing counterparts. Examples include:

- bulk items
- durable cloth products, such as diapers, coffee filters, towels, and napkins
- solar-powered items, such as watches, calculators, and flashlights
- rechargeable batteries
- products packaged in recycled and recyclable materials
- razors with replaceable blades
- durable picnic dinnerware
- high quality merchandise
- repairable merchandise

Encourage your customers to purchase products packaged in recycled and recyclable materials

Reward your customers with a rebate when they return grocery bags, containers for bulk, items, coffee mugs, or pop cups for refilling.

‡ **For food and personal service:**

Instead of paper, use cloth towels, tablecloths, and napkins

An investment in a dishwasher often proves very cost-effective. Avoid serving food on disposable dishes; use durable dishes, flatware, cups, and glasses.

Use cloth roll towels in the restrooms

Encourage employees to use durable cups and dinnerware

The importance of reducing waste goes beyond saving space in our landfills and not pushing our incinerators to capacity. The tie to our natural resource base is very important, as stated in the following quote from an Environmental Protection Agency document (#A-107):

“The relationship between consumerism and natural resources is a critical one. What we decide to consume determines what wastes are returned to the Earth’s air, water, and land...Consumer power may largely determine whether this nation can make an orderly transition from fossil to other fuels or whether massive dislocations and scarcities will occur. We may well determine the future of the environment by our success or failure in becoming caretaking consumers.”

Why is “buying recycled” important?

By purchasing products that are (1) manufactured from recycled materials and (2) made of or packaged in recyclable materials, a business:

- ! builds markets for recycled items which strengthens the whole recycling “cycle”
- ! conserves energy and natural resources

The following is a listing of vendors of recycled products*. This listing should *not* be considered all-inclusive but rather as a starting point for locating sources of recycled items. Ask your suppliers and printers for recycled products.

Construction Products:

Thermoguard, Nat Bonanno – insulation
Spokane (509-535-4600)

Landscaping Products:

Bassett Western Barks & Soils, Chas. Hargrove mulch, topsoil, Woodinville (206-883-9940)

Iddings, Inc., Jim Iddings – topsoil
Kent (206-630-0600)

Northwest Wood Recycling, Rick Behrends – hogfuel
Woodinville (206-487-9154)

Pacific Topsoils, Inc., Dorran McBride – mulch, topsoil, crushed rock

Bothell (206-486-3201)

Redmond (206-881-3088)

Valley Topsoil, Mike Foley – topsoil, bark, mulch
Algona (206-939-0886)

White River Systems, Don Rutledge – hog fuel
Auburn, (206-735-4052)

Paper Products:

Acme Pacific Paper Co. – paper napkins, towels, tissues
Seattle (206-623-7050)

Conservatree Paper Co., Marc Lesser – paper
San Francisco (800-522-9200)

Earth Care Paper Co., John Magee – paper
Madison, WI (608-256-5522)

Fraser Paper Co. – printing/writing paper
Kent (206-251-6162)

Lake Union Mail, Jules James – copy/printing/writing paper, envelopes, greeting cards
Seattle (206-329-14680)

Paper Mills Agency, Mike Dooley – copy/printing/writing paper,
Seattle (206-622-6156)

Paper Pick-up – printing/writing paper
Bellevue (206-883-0273)
Seattle (206-682-8644)

Recycled Paper Outlet – paper
Portland, OR (503-227-1319)

Service Paper Co. – paper napkins, towels, tissues
Renton (206-575-0066)

Seventh Generation – paper, other products
S. Burlington, VT (800-456-1177)

Unisource – copy/printing/writing paper
Kent (206-575-0220)

West Coast Paper – copy/printing/writing paper, paper napkins, towels, tissues
Seattle (206-623-1850)

Western Paper – copy/printing/writing paper
Kent (206-251-5300)

Zellerbach Paper Co. – copy/printing/writing paper
Seattle (206-764-5000)

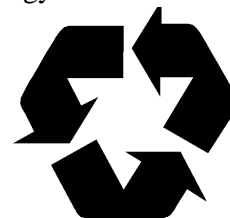
Rubber Products:

Marine Floats, Wendell Stroud – rubber flotation devices
Tacoma (206-383-2740)

Schuyler Manufacturing, Inc., Dennis Kerber – rubber bumpers, fenders, mats
Woodinville (206-488-2255)

Vanco Assoc., Inc., Eric Norman – rubber playground cover
Edmonds (206-771-1412)

If you have a recycled product that you would like included in the next printing of this factsheet, contact your regional Ecology office.



*from King County Solid Waste Division’s “Recycled Product Vendor Directory” dated March, 1990.

What are the keys to developing a successful waste reduction/recycling program?

Planning and Preparation

- research waste stream and financial considerations
- present proposal to management; gain their support
- research employee interest and gain their support

Laying the Foundation

- select a waste reduction/recycling coordinator
- set goals
- determine waste reduction measures, your procurement policy, and what you will recycle
- select a recycler and determine sources of recycled products
- design a collection and storage system

Getting the Program On-Line

- educate your staff
- promote and implement the program
- monitor results

Who can a business call for further assistance?

Federal Contacts:

U.S. Environmental Protection Agency
Lauris Davies, Solid Waste Program (206) 442-6522

State Contacts:

Washington Department of Ecology (Ecology):

- * Waste Reduction/Recycling Info Line 1-800-RECYCLE
- * Consumer education – Laura Arnow (206) 438-7586
- * Packaging – Kitty Gillespie (206) 438-7771
- * Procurement – Kathie Emmett (206) 438-7876
Lea Mitchell (206) 438-7773

* Regional Offices

Central Washington (Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima) – Gary Weston (509) 454-7208

Eastern Washington (Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman) – Leslie Getchell (509) 456-5055

Northwest Washington (Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom) – Peter Christiansen (206) 867-7048

Southwest Washington (Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Lewis, Mason, Pacific, Pierce, Skamania, Thurston, Wahkiakum) – Jerry Thielen (206) 586-6757

County Contacts:

Many counties have Waste Reduction/Recycling Coordinators. Check with your county or regional Ecology office.

Some of the counties currently providing waste reduction/recycling assistance to businesses are:

Clark: David Dicesare, Clark County, (206) 699-2375

King: Lisa Sepanski, King County Solid Waste, (206) 296-4466

Snohomish: Rey Sundal, Snohomish County, (206) 388-3425

Spokane: Jessie Lang, Spokane Regional Solid Waste Disposal Project, (206) 456-7403

Whatcom: Jack Weiss, Whatcom County Public Works, (206) 676-7695

City Contacts:

Many cities have Waste Reduction/Recycling Coordinators. Check with your city, county, or regional Ecology office.

In addition, the Seattle Chamber of Commerce is currently providing waste reduction/recycling assistance to businesses in the Seattle area. Contact Pandora Touart at (206) 389-7304.

Private/Non-Profit Organizations

Washington Citizens for Recycling (206) 343-5171
Barbara Baker, Executive Director – Seattle

Washington State Recycling Association (206) 352-8737
Greg Wright, Executive Director – Olympia

Washington Waste Management Association
(206) 943-8859

J.P. Jones, Director – Olympia

Waste Exchanges:

Do you – want to find buyers for surplus, off-spec, obsolete, or over-stocked materials?

- want to locate free or inexpensive raw materials?
- want to manage your wastes to protect the environment?
- want to conserve resources/energy, save landfill space, and keep disposal costs down?

If so, there are two organizations in Washington State to help you:

1. IMEX (Industrial Materials Exchange)
172 20th Avenue, Seattle, WA 98122
(206) 296-0188
2. Pacific Materials Exchange
S. 3707 Godfrey Blvd., Spokane, WA 99204
(509) 623-4244

A special thanks for the assistance from the U.S. Environmental Protection Agency, King County, KING5 TV, Neighborhood Business Council, City of Seattle, Snohomish County, and Washington State Recycling Association.